



DEPARTMENT OF THE NAVY
SOUTHWEST DIVISION
NAVAL FACILITIES ENGINEERING COMMAND
1220 PACIFIC HIGHWAY
SAN DIEGO, CALIFORNIA 92132-5190

5090
Ser 1812.DC/2037
28 Jul 92

Ms. Sylvia Ross
CH2M Hill
2510 Red Hill Avenue
Santa Ana CA 92705

Dear Ms. Ross:

A Team Building meeting for key participants of the Marine Corps Air Station El Toro Installation Restoration effort has been scheduled for August 11, 12 and 13, 1992, in Lake Arrowhead, California. The purpose of this meeting is to ensure that the strengths of the organization are maintained or enhanced, and whatever shortcomings that might be adversely impacting overall performance are identified and corrected. From this meeting we hope to structure an atmosphere of consensus and cooperation that will facilitate an efficient and effective clean up to everyone's satisfaction. The agenda for this important Team Building is enclosed.

The meeting will begin at 8:00 a.m. on Tuesday, August 11, 1992 at the Lake Arrowhead Hilton Conference Center and last through 12:30 p.m. on Thursday, August 13, 1992. It is important that you attend. If you are unable to attend, please contact Ms. Desire Chandler, Environmental Engineer, (619) 532-1520.


S. E. TOWER

Commander, CEC, U.S. Navy
Head, Facilities Management Department
By direction of
the Commanding Officer

Enclosure:
Meeting Agenda



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Mr. John Hamill
Environmental Protection Agency
Region IX
75 Hawthorne Street
San Francisco CA 94105

Dear Mr. Hamill:

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Mr. Mike Arends
CH2M Hill
2510 Red Hill Avenue
Santa Ana CA 92705

Dear Mr. Arends:

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Mr. John Dolegowski
CH2M Hill
2510 Red Hill Avenue
Santa Ana CA 92705

Dear Mr. Dolegowski:

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Mr. Ed Rogan
CH2M Hill
2510 Red Hill Avenue
Santa Ana CA 92705

Dear Mr. Rogan:

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Mr. Wayne Lee
Environmental Division
MCAS El Toro
Santa Ana CA 92709-5001

Dear Mr. Lee:

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Ms. Chrisa Mitchell
Environmental Division
MCAS El Toro
Santa Ana CA 92709-5001

Dear Ms. Mitchell:

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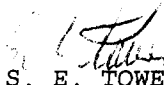
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Col. Ron Lard
Environmental Division
MCAS El Toro
Santa Ana CA 92709-5001

Dear Col. Lard:

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Mr. John Scandura
California Department of
Toxic Substances Control
Region 4
245 West Broadway, Suite 350
Long Beach CA 90802

Dear Mr. Scandura:

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Mr. Dave Wang
California Department of
Toxic Substances Control
10151 Croydon Way, Suite 3
Sacramento CA 95827

Dear Mr. Wang:

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Mr. Ken Williams
California Regional Water Quality Control Board
Santa Ana Region
2010 Iowa Avenue, Suite 100
Riverside CA 92507

Dear Mr. Williams:

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Mr. Gary Stewart
California Regional Water Quality Control Board
Santa Ana Region
2010 Iowa Avenue, Suite 100
Riverside CA 92507

Dear Mr. Stewart:

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Mr. John Broderick
California Regional Water Quality Control Board
Santa Ana Region
2010 Iowa Avenue, Suite 100
Riverside CA 92507

Dear Mr. Broderick:

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Mr. Garret Turner
SAIC
20 California Street, Suite 400
San Francisco CA 94111

Dear Garret Turner:

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Lt. Cdr. Larry Serafini
Environmental Division
MCAS El Toro
Santa Ana CA 92709-5001

Dear Lt. Cdr. Serafini:

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Mr. Albert Arellano
California Department of
Toxic Substances Control
Region 4
245 West Broadway, Suite 350
Long Beach CA 90802

Dear Mr. Arellano:

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Writer: D. Chandler, 1812.DC, X21520
Typist: C. Gaddy, 18AD.CG, Doc #7089E, 23 JUL 92



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Mr. Manny Alonzo
California Department of
Toxic Substances Control
Region 4
245 West Broadway, Suite 350
Long Beach CA 90802

Dear Mr. Alonzo:

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Ms. Julie Anderson
Environmental Protection Agency
Region IX
75 Hawthorne Street
San Francisco CA 94105

Dear Ms. Anderson:

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Ms. Jane Diamond
Environmental Protection Agency
Region IX
75 Hawthorne Street
San Francisco CA 94105

Dear Ms. Diamond:

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MCAS El Toro Progress Meeting
Lake Arrowhead, California

August 11 - 13, 1992

MEETING OBJECTIVES:

1. Provide for open discussion and review of critical elements applicable to creating an effective 'Partnering Environment and Process' supported by all MCAS El Toro participating organizations and/or their representatives.
 2. Increase awareness, among all attendees, of the critical roles and responsibilities being performed by other individuals and/or organizations participating in the project.....and, focus on specific ways all members can 'best' assist each other with their respective assignments.
 3. Provide for open assessment of the performance 'strengths' and 'needs' of the MCAS El Toro Team as it is presently constituted and functioning - and initiate participant sub-groups to develop recommendations for improvement where applicable.
 4. Promote open consideration of questions and/or issues applicable to the MCAS El Toro Project among all attendees.
 5. Enhance and expand on team member's rapport with each other for purposes of strengthening on-the-job relations (trust, shared respect, confidence, etc.).
 6. Initiate and/or expand on team member personal contact with each other to strengthen/enhance communication and resulting teamwork in the performance of their individual and collective project responsibilities.
-

MEETING AGENDA:

Tuesday, August 11

7:15 am	Participants Gather - Coffee/Juice/Rolls, etc.
8:00 am	Meeting Begins - Introduction & Initial Discussions
9:30 am	Break
9:45 am	Discussions Cont'd.
11:00 am	Break
11:15 am	Discussions Cont'd.
12:15 pm	LUNCH
1:15 pm	Discussions Cont'd.
2:15 pm	Break
2:30 pm	Discussions Cont'd.
3:45 pm	Break
4:00 pm	Discussions Cont'd.
5:00 pm	Adjourn for the day

Wednesday, August 12

7:15 am	Participants Gather - Coffee/Juice/Rolls, etc.
8:00 am	Meeting Begins - Introduction & Initial Discussions
9:30 am	Break
9:45 am	Discussions Cont'd.
11:00 am	Break
11:15 am	Discussions Cont'd.
12:15 pm	LUNCH
1:15 pm	Discussions Cont'd.
2:15 pm	Break
2:30 pm	Discussions Cont'd.
3:45 pm	Break
4:00 pm	Discussions Cont'd.
5:00 pm	Adjourn for the day

Thursday, August 13

7:15 am	Participants Gather - Coffee/Juice/Rolls, etc.
8:00 am	Meeting Begins - Introduction & Initial Discussions
9:30 am	Break
9:45 am	Discussions Cont'd.
11:00 am	Break
11:15 am	Discussions Cont'd.
12:15 pm	Meeting Adjourns

NOTE: To avoid interrupting discussions and/or other meeting events in progress, please plan to place and/or return telephone calls during the scheduled break periods. Every effort will be made to adhere closely to the scheduled breaks.